

Chapter 7: Viewing and Printing BCMA Reports

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Viewing and Printing BCMA Reports

Benefits of This Chapter

This chapter describes a variety of reports originating from BCMA that you can now print (and yes, still view on-screen) via the VDL or via Tabs in CPRS. You can also use it to view patient demographic and allergy information.

Enhancements to Report Printing



TIP:

All reports from BCMA print in a 132-column format.

You now have the option of printing hard copy reports by Patient or by Ward — directly from the VDL — or to continue viewing the reports on-screen as was the case in Version 1.0. When you select a Ward, BCMA lets you choose whether to print a Ward Report by Patient or by Room-Bed. BCMA automatically provides you with a list of printers available for outputting your reports.

Here's a few other printing enhancements included with this new version of BCMA:

PRN Effectiveness List

You can now print the PRN Effectiveness List from the Reports menu. In the previous version, you could only print this report using the CHUI version of BCMA.

MAH Date Range Selection

Now you can specify the date range (as defined by CPRS) that you want to view or print the MAH Report. If no parameter is defined, the range defaults to a seven-day range, as in the previous version of BCMA.

Future Orders

Another exciting feature is the ability to view (or print) future active medication orders using the Due List command in the Reports menu. You can determine whether to include active Unit Dose and/or IV medication orders on the Report, plus Future Orders and related Addendums/Changes.

Viewing and Printing BCMA Reports

Viewing/Printing Demographics Data



TIP:

Use the Patient Demographics Button in the upper left-hand corner of the VDL, below the Tool Bar, to quickly display patient demographics data.

You can use the Patient Demographics command (or button) to view or print personal, admission, eligibility, and appointment information about the patient whose orders are displayed on the VDL. This information was electronically documented when the patient was admitted to your medical center.

To View/Print a Patient's Demographics Data:

- 1 Select the Patient Demographics command from the View menu. The Patient Inquiry dialog box displays, with the patient's demographics data.

Keyboard Only Users: Press **ALT+V** to display the View menu, and then press **P** to display the Patient Inquiry dialog box.

Example: Patient Inquiry Dialog Box

Patient Inquiry

MONTANA, (UTAH) JOHNNY 500-60-1000 JAN 1, 1949

COORDINATING MASTER OF RECORD: NOT LISTED

Address: STREET ADDRESS UNKNOWN Temporary: NO TEMPORARY ADDRESS

 UNK. CITY/STATE

County: UNSPECIFIED From/To: NOT APPLICABLE

Phone: UNSPECIFIED Phone: NOT APPLICABLE

Office: UNSPECIFIED

Primary Eligibility: UNSPECIFIED

Other Eligibilities:

Status : ACTIVE INPATIENT-on WARD

Admitted : NOV 27, 2000@11:31:05 Transferred :

Ward : BCMA Room-Bed : 404-2

Provider : SACRAMENTO, SHARON Specialty : GENERAL MEDICINE

Attending : SACRAMENTO, SHARON

Admission LOS: 476 Absence days: 0 Pass Days: 0 ASIH days: 0

Future Appointments: NONE

Remarks:

Print Cancel

Viewing and Printing BCMA Reports

Viewing/Printing Demographics Data (cont.)

To View/Print a Patient's Demographics Data: (cont.)

- 2 Perform one of the following actions:
 - Review the patient's demographics data, and then click **CANCEL** to return to the patient's VDL.
 - Click **PRINT** to display the Printer dialog box. Proceed to step #3.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 3 Select a printer from the drop-down list box that you want to use for outputting a report with the patient's demographics data. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

- 4 Note the task number for your print job, and then click **OK** to return to the Patient Inquiry dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.
- 5 Retrieve the hard copy report, containing the patient's demographics data, from your printer.

Viewing and Printing BCMA Reports

Viewing/Printing Allergy and ADR Information



TIP:

Use the Allergies Button on the Tool Bar to quickly display an alphabetical listing of all food, drug, and "other" allergy and ADR information documented about the patient.

Clicking on the Allergies command (or button) displays allergy and adverse drug reaction information documented about the patient in the ART package. This includes the causative agent, drug class, signs and symptoms, and whether the allergy/ADR was verified and observed. If the Allergies command/button is grayed out, no allergies or adverse drug reactions were documented about the patient.

Note: BCMA only displays allergy information, not a drug "interaction" check.

To View/Print a Patient's Allergy and ADR Information:

- 1 Select the Allergies command from View menu. The Patient Allergy List dialog box displays, with the patient's allergy and ADR information.

Keyboard Only Users: Press **ALT+V** to display the View menu, and then press **A** to display the Patient Allergy List dialog box.

Example: Patient Allergy List Dialog Box

Patient Allergy List

Causative agent : STRAWBERRIES

Signs/symptoms : HIVES

Verified : Yes

Observed/Historical : Historical

Print Cancel

Viewing and Printing BCMA Reports

Viewing/Printing Allergy and ADR Information (cont.)

To View/Print a Patient's Allergy and ADR Information: (cont.)

- 2 Perform one of the following actions:
 - Review the patient's allergy and ADR information, and then click **CANCEL** to return to the patient's VDL.
 - Click **PRINT** to display the Printer dialog box. Proceed to step #3.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 3 Select a printer from the drop-down list box that you want to use for outputting a report with the patient's allergy and ADR information. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

- 4 Note the task number for your print job, and then click **OK** to return to the Patient Allergy List dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.
- 5 Retrieve the hard copy report, containing the patient's allergy and ADR information, from your printer.

Viewing and Printing BCMA Reports

Viewing/Printing an Order from Inpatient Medications



TIP:

Double-click on a medication order, displayed on the VDL, to view the details of the order from Inpatient Medications.

BCMA now provides several ways for you to view (and now print) Unit Dose and IV medication orders from Inpatient Medications V. 5.0. They include the following: 1) highlight a medication on the VDL, and then press **F4**; 2) double-click on an order displayed on the VDL; 3) use the Display Order command in the Due List menu; or 4) use the Display Order command in the Right Click drop-down menu.

To View/Print an Order from Inpatient Medications:

- 1 Highlight a medication order on the patient's VDL.
- 2 Select the Display Order command from the Due List menu.
The Display Order dialog box displays, with the details of the medication order.

Keyboard Only Users: Press **F4** to display the Display Order dialog box.

Example: Display Order Dialog Box for Unit Dose Medication Order

The screenshot shows a window titled "Display Order" with a blue title bar. The main content area displays the following information:

Orderable Item: NITROGLYCERIN PATCH
Dosage Ordered: 10MG/24 HOURS Start: 03/14/2002 06:04
Med Route: TOP Stop: 06/22/2002 24:00
Schedule Type: CONTINUOUS Self Med: NO
Schedule: QD
Admin Times: 0900
Provider: PROVIDER,PAULA
Spec Inst: Apply patch at 9am and remove patch at 9pm daily.

Dispense Drugs

Drug Name	Units	Inactive Date
NITROGLYCERIN PATCHES 10MG/24HR	1	

Pharmacy Activity Log:

Date: Mar 14, 2002@06:11:58User: ALBANY,ALBERT
Activity: VERIFIED BY PHARMACIST

Date: Mar 14, 2002@06:11:58User: ALBANY,ALBERT
Activity: VERIFIED
Field: Requested Start Date
Old Data: 03/14/02 09:00

Date: Mar 14, 2002@06:11:58User: ALBANY,ALBERT
Activity: VERIFIED
Field: Requested Stop Date
Old Data: *****

Date: Mar 14, 2002@06:10:13User: ALBANY,ALBERT
Activity: FINISHED BY PHARMACIST

At the bottom right of the dialog box are two buttons: "Print" and "Cancel".

Viewing and Printing BCMA Reports

Viewing/Printing an Order from Inpatient Medications (cont.)

This section provides examples of an IV Piggyback and IV medication order as they were entered using Inpatient Medications V. 5.0.

Example: Display Order Dialog Box for IV Piggyback Medication Order

The 'Display Order' dialog box displays the following information:

Orderable Item: AMPICILLIN INJ
Infusion Rate: OVER ONE HOUR Start: 03/01/2002 12:44
Med Route: IVPB Stop: 03/31/2002 24:00
Schedule Type: CONTINUOUS
Schedule: Q4H
Admin Times: 0100-0500-0900-1300-1700-2100
Provider: TUCKER, CHRIS
Spec Inst: ADMINISTER VIA SYRINGE PUMP

Additives	Strength
AMPICILLIN	1 GM

Solution	Volume
DEXTROSE 5%	50 ML

Pharmacy Activity Log:

Date: Mar 01, 2002@12:44:37User: PHARMACIST, PHIL
Activity: VERIFY
Reason: ORDER VERIFIED BY PHARMACIST

Date: Mar 01, 2002@12:46:32User: PHARMACIST, PHIL
Activity: EDIT
Field: INFUSION RATE
Old Data: OVER 30 MINUTES
Reason: TEST

Buttons: Print, Cancel

Example: Display Order Dialog Box for IV Medication Order

The 'Display Order' dialog box displays the following information:

Orderable Item: SODIUM CHLORIDE INJ, CONC-SOLN
Infusion Rate: 100 ml/hr Start: 03/07/2002 15:03
Med Route: IV Stop: 04/06/2002 24:00
Schedule Type: CONTINUOUS
Provider: PROVIDER, PAULA
Spec Inst:

Additives	Strength
SODIUM CHLORIDE	35 MEQ
POTASSIUM CHLORIDE	60 MEQ
CALCIUM GLUCONATE	9.2 MEQ
MAGNESIUM SULFATE	2.5 GM
TRACE ELEMENTS	1 ML
REGULAR INSULIN	36 UNITS

Solution	Volume
DEXTROSE 70%	100 ML
AMINO ACIDS 10%	720 ML
FAT EMULSION 20%	180 ML
STERILE WATER	2400 ML

Pharmacy Activity Log:

Date: Mar 07, 2002@15:04:16User: DENVER, DONNA
Activity: VERIFY
Reason: ORDER VERIFIED BY NURSE

Buttons: Print, Cancel

Viewing and Printing BCMA Reports

Viewing/Printing an Order from Inpatient Medications (cont.)

To View/Print an Order from Inpatient Medications: (cont.)

- 3 Perform one of the following actions:
 - Review the patient's medication order, and then click **CANCEL** to return to the patient's VDL.
 - Click **PRINT** to display the Printer dialog box. Proceed to step #4.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 4 Select a printer from the drop-down list box that you want to use for outputting a report, with the patient's medication order. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

- 5 Note the task number for your print job, and then click **OK** to return to the Display Order dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.
- 6 Retrieve the hard copy report, containing the patient's medication order information, from your printer.

Viewing and Printing BCMA Reports

Viewing/Printing a Due List Report



TIP:

BCMA lists information on the Due List Report by IV orders, then by Unit Dose orders. Within each section, medications are listed alphabetically.

BCMA now lets you print (and yes, still view) a Due List Report directly from the VDL. This report provides detailed information about active *and* future Unit Dose and IV medication orders that are “due” for administering to a patient — during a timeframe that you specify — within a 24-hour period.

The Due List Report includes patient demographic data, allergy and ADR information, plus detailed information about an order, such as whether (or *not*) the medication is a self-med; the medication type, schedule, dose, and route; Special Instructions; administration times; Last Given date and time; Start/Stop date and time; and the individual(s) who verified the order.

To View/Print a Due List Report:

- 1 Select the Due List command from the Reports menu. The Patient Due List dialog box displays.

Keyboard Only Users: Press **ALT+R** to display the Reports menu, and then press **D** to display the Patient Due List dialog box.

Example: Patient Due List Dialog Box

Patient Due List

Due List

Date For Report: 03/17/2002 Start Time: 0001 Stop Time: 2400

Include Schedule Types:

- ☒ Continuous ☒ On-Call
- ☒ PRN ☒ One-Time

Include Order Types:

- ☒ IVs ☒ Unit Dose

☒ Include Future Orders

☒ Include Addendums

Print by:

- ☒ Patient
- ☐ Ward
- ☐ Print by Patient
- ☐ Print by Room - Bed

OK Cancel



TIP:

The Patient Due List dialog box “defaults” include all check boxes selected, and today’s date listed.

Viewing and Printing BCMA Reports

Viewing/Printing a Due List Report (cont.)



TIP:

You can type the information in the list boxes, or use the drop-down arrows to make your selection.



TIP:

The bottom of the Due List Report includes blank lines for making any “Changes/Addendums” to the patient’s orders. Future orders display on a separate page.

To View/Print a Due List Report: (cont.)

- 2 Use the **DOWN ARROW**, within the list boxes, to select the Date, and Start and Stop Times of the Due List Report that you want to view on-screen or print.

Note: Clicking on the **DOWN ARROW** on the Date for Report list box displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provides selections.

Keyboard Only Users: Use **TAB** to move among the different areas of the dialog box.

- 3 In the Schedule Types, Order Types, and Include areas, click inside a check box to include your selection on the Due List Report.

Keyboard Only Users: Press **SPACEBAR** to select (check) a check box.

- 4 In the Print by area, click inside a Radio button to print the Due List Report by Patient or by Ward.

Note: If you choose to print the Due List Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

Keyboard Only Users: Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

- 5 Click **OK** to display the Due List Report on-screen.
- 6 Perform one of the following actions:
 - Review the Due List Report, and then click **CANCEL** to return to the patient’s VDL.
 - Click **PRINT** to display the Printer dialog box. Proceed to step #7.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 7 Select a printer from the drop-down list box that you want to use for outputting the Due List Report. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the “default” printer for *all* reports printed from BCMA.

Viewing and Printing BCMA Reports

Viewing/Printing a Due List Report (cont.)

To View/Print a Due List Report: (cont.)

- 8 Note the task number for your print job, and then click **OK** to return to the Patient Due List dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.
- 9 Retrieve the Due List Report from your printer. An example of each report type is provided in this section.

Example: Due List Report By Patient

=====

MEDICATION DUE LIST for MAR 28, 2002 0800-1200 Run Date: MAR 28, 200208:28

Order Type(s): Unit Dose -- Continuous Page: 1

Patient: MONTANA, (UTAH) JOHNNY SSN: 500-60-1000 DOB: JAN 1, 1949 (53)

Sex: MALE Ht/Wt: 182cm/83kg Ward: BCMA Rm 404-2

Dx: COPD Last Mvmt: NOV 27, 2000@11:31:05 Type: ADMISSION

Reactions: STRAWBERRIES

=====

Self	Med	Sched	Medication	Dose	Route	Last Given	Start Date @Time	Stop Date @Time	Verifying Rph/Rn
	UD-C		INSULIN INJ	Give: SLIDING SCALE Q4H	IH	03/25/02@1236	3/25/02 @12:34	7/3/02 @24:00	CJ/***
			*INSULIN LENTE U-100 INJ (961) Spec Inst: !QTY DEPENDANT ON BLOOD SUGAR LEVELS						
	UD-C		INSULIN NPH (HUMAN) INJ	Give: 100UNT/1ML Q4H	SC	03/25/02@1632	3/21/02 @12:48	6/29/02 @24:00	CJ/***
			*INSULIN NPH (HUMULIN) U-100 10ML (5177) Spec Inst: !SLIDING SCALE ORDER						
	UD-C		NITROGLYCERIN PATCH	Give: 10MG/24 HOURS QD	TOP	03/25/02@1613	3/14/02 @06:04	6/22/02 @24:00	AA/***
			*NITROGLYCERIN PATCHES 10MG/24HR (2313) Spec Inst: !Apply patch at 9am and remove patch at 9pm daily.						
	UD-C		VINCRISTINE INJ	Give: 1MG QD	IVP		1/25/02 @07:45	5/5/02 @24:00	PP/DD
			*VINCRISTINE 1MG INJ (1625) Spec Inst: !FOR 4 DAYS ONLY						

=====

MONTANA, (UTAH) JOHNNY 500-60-1000 Ward: BCMA Room-Bed: 404-2

=====

Viewing and Printing BCMA Reports

Viewing/Printing a Due List Report (cont.)

This section provides an example of a Due List Report by Ward/Patient.

Example: Due List Report By Ward/Patient

Patient Due List

=====

MEDICATION DUE LIST for MAR 18, 2002 0900-0900 Run Date: MAR 28, 2002@15:31
Order Type(s): Ward: BCMA Room-Bed: 401-36 Unit Dose -- Continuous Page: 1

Patient: KENTUCKY,KENNETH SSN: 500-60-1016 DOB: JAN 1,1949 (53)
Sex: MALE Ht/Wt: 182cm/83kg Ward: BCMA Rm 420-3
Dx: COPD Last Mvmt: NOV 27,2000@11:26:18 Type: ADMISSION

Reactions: STRAWBERRIES

=====

Self								
Med	Sched	Medication	Dose	Route	Last Given	Start Date @Time	Stop Date @Time	Verifying Rph/Rn

=====

** NO SPECIFIED MEDICATIONS TO PRINT **

=====

KENTUCKY,KENNETH 500-60-1016 Ward: BCMA Room-Bed: 420-3

=====

MEDICATION DUE LIST for MAR 18, 2002 0900-0900 Run Date: MAR 28, 2002@15:31
Order Type(s): Ward: BCMA Room-Bed: 420-36 Unit Dose -- Continuous Page: 1

Patient: MAINE,JOE SSN: 500-60-1075 DOB: JAN 1,1949 (53)
Sex: MALE Ht/Wt: 182cm/83kg Ward: BCMA Rm 420-1
Dx: COPD Last Mvmt: NOV 27,2000@11:27:53 Type: ADMISSION

Reactions: STRAWBERRIES, CAPTOPRIL

=====

Self								
Med	Sched	Medication	Dose	Route	Last Given	Start Date @Time	Stop Date @Time	Verifying Rph/Rn
UD-C		ALBUTEROL SOLN,INHL	Give: 3ML Q4H	INHL	02/20/02@1510	3/8/02 @14:07	6/16/02 @24:00	CT/***
		*ALBUTEROL 0.083% INHL SOLUTION 3ML RA. (5322) Spec Inst: BEGIN TODAY						
UD-C		ARTIFICIAL TEARS SOLN,OPH	Give: 2 DROPS Q2H	OU		3/8/02 @14:07	6/16/02 @24:00	CT/***
		*ARTIFICIAL TEARS /ML (798)						

=====

Print Cancel

Viewing and Printing BCMA Reports

Viewing/Printing a Due List Report (cont.)

This section provides an example of a Due List Report by Ward/Room-Bed.

Example: Due List Report By Ward/Room-Bed

Patient Due List

MEDICATION DUE LIST for MAR 18, 2002 0001-2400 Run Date: MAR 18, 2002@14:03
Order Type(s): Ward: BCMA Room-Bed: 401-46 Unit Dose -- Continuous PRN On-Call One-Time Page: 1

Patient: CALIFORNIA, JAMES SSN: 500-60-1002 DOB: JAN 1, 1949 (53)
Sex: MALE Ht/Wt: 182cm/83kg Ward: BCMA Rm 404-1
Dx: COPD Last Mvmt: NOV 27, 2000@11:32:50 Type: ADMISSION

Reactions: STRAWBERRIES

Self	Med	Sched	Medication	Dose	Route	Last Given	Start Date @Time	Stop Date @Time	Verifying Rph/Rn
	UD-P		PROMETHAZINE INJ, SOLN	Give: 50MG/2ML Q4H PRN	IV		3/6/02 @12:34	6/14/02 @24:00	PP/***
			*PROMETHAZINE 25MG/ML INJ. (2512) Spec Inst: FOR NAUSEA						
=====									
CALIFORNIA, JAMES 500-60-1002 Ward: BCMA Room-Bed: 404-1									
=====									
MEDICATION DUE LIST for MAR 18, 2002 0001-2400 Run Date: MAR 18, 2002@14:03 Order Type(s): Ward: BCMA Room-Bed: 404-16 Unit Dose -- Continuous PRN On-Call One-Time Page: 1									
Patient: MONTANA, (UTAH) JOHNNY SSN: 500-60-1000 DOB: JAN 1, 1949 (53) Sex: MALE Ht/Wt: 182cm/83kg Ward: BCMA Rm 404-2 Dx: COPD Last Mvmt: NOV 27, 2000@11:31:05 Type: ADMISSION									
Reactions: STRAWBERRIES									
Self	Med	Sched	Medication	Dose	Route	Last Given	Start Date @Time	Stop Date @Time	Verifying Rph/Rn
	UD-C		ACETAMINOPHEN TAB	Give: 325MG Q8H	PO	03/18/02@1347	2/14/02 @13:20	5/25/02 @24:00	***/DD
			*ACETAMINOPHEN 325MG TABLET (5591) Admin Times: 0700-1500-2300 Spec Inst: <None Entered>						
	UD-C		NITROGLYCERIN PATCH	Give: 10MG/24 HOURS QD	TOP		3/14/02	6/22/02	AA/***

Print Cancel

Viewing and Printing BCMA Reports

Viewing/Printing a Medication Log Report



TIP:

Medications ordered and documented using the CPRS Med Order Button in BCMA display on the Med Log Report opposite the text titled "BCMA/CPRS Interface Entry."



TIP:

Use the Med Log Button on the BCMA Tool Bar, or the Reports Tab in CPRS, to quickly display the Patient Medication Log dialog box.

You can now print (and still view on-screen) a patient's Medication Log Report (or Med Log Report), listing *every* action taken on a medication order within a specified 24-hour period. You can choose to include Comments and Audits performed on the patient's medication orders. Audits include "actions" taken on a medication.

The Medication Log Report also includes patient demographic data, allergy and ADR information, plus detailed information about the order, such as the drug/additive/solution; the orderable item dose, schedule, route, and injection site; Action date and time; Activity Start/Stop date and time; Unique Identifier Number for the bag; Unit ordered and given, and the clinician(s) who took an action on the medication.

Note: The Medication Log Report lists medications with a "Not Given" status in the Audit Trail section of the Log, *not* on the VDL. Administrations that were Cancelled are *not* listed on the Report.

To View/Print a Medication Log Report:

- 1 Select the Medication Log command from the Reports menu. The Patient Medication Log dialog box displays.

Keyboard Only Users: Press **ALT+R** to display the Reports menu, and then press **L** to display the Patient Medication Log dialog box.

Example: Patient Medication Log Dialog Box

The screenshot shows the 'Patient Medication Log' dialog box. It has a title bar with the text 'Patient Medication Log' and standard window controls. Inside, there's a tab labeled 'Med Log'. Below the tab, there are three dropdown menus: 'Date For Report' (showing 03/17/2002), 'Start Time' (showing 0001), and 'Stop Time' (showing 2400). Below these are two checkboxes under the heading 'Include:': 'Audits' and 'Comments', both of which are currently unchecked. At the bottom of the dialog, there's a section labeled 'Print by:' with two radio buttons: 'Patient' (which is selected) and 'Ward'. To the right of the 'Ward' radio button is a small dropdown menu. Below the radio buttons are two more radio buttons: 'Print by Patient' and 'Print by Room - Bed'. At the very bottom of the dialog are two buttons: 'OK' and 'Cancel'.

Viewing and Printing BCMA Reports

Viewing/Printing a Medication Log Report (cont.)



TIP:

You can type the information in the list boxes, or use the drop-down arrows to make your selection.



TIP:

See the section "Viewing/Printing a Due List Report" to see how a Ward Report by Room-Bed looks when printed.

To View/Print a Medication Log Report: (cont.)

- 2 Use the **DOWN ARROW**, within the list boxes, to select the Date, and Start and Stop Times of the Medication Log Report that you want to view on-screen or print.

Note: Clicking on the **DOWN ARROW** on the Date for Report list box displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provides selections.

Keyboard Only Users: Use **TAB** to move among the different areas of the dialog box.

- 3 In the Include area, click inside a check box to include your selection on the Medication Log Report.

Keyboard Only Users: Press **SPACEBAR** to select (check) a check box.

- 4 In the Print by area, click inside a Radio button to print the Medication Log Report by Patient or by Ward.

Note: If you choose to print the Medication Log Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

Keyboard Only Users: Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

- 5 Click **OK** to display the Medication Log Report on-screen.
- 6 Perform one of the following actions:
 - Review the Medication Log Report, and then click **CANCEL** to return to the patient's VDL.
 - Click **PRINT** to display the Printer dialog box. Proceed to step #7.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 7 Select a printer from the drop-down list box that you want to use for outputting the Medication Log Report. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

Viewing and Printing BCMA Reports

Viewing/Printing a Medication Log Report (cont.)

To View/Print a Medication Log Report: (cont.)

- 8 Note the task number for your print job, and then click **OK** to return to the Patient Medication Log dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.
- 9 Retrieve the Medication Log Report from your printer. An example is provided below.

Example: Medication Log Report By Patient

Patient Medication Log

Continuing/PRN/Stat/One Time Medication/Treatment Record (Detailed Log) (VAF 10-2970 B, C, D) Run Date: MAR 17, 2002@19:13
Log Type: INDIVIDUAL PATIENT Page: 1

Patient: MONTANA, (UTAH) JOHNNY SSN: 500-60-1000 DOB: JAN 1, 1949 (53)
Sex: MALE Ht/Wt: 182cm/83kg Ward: BCMA Rm 404-2
Dx: COPD Last Mvmt: NOV 27, 2000@11:31:05 Type: ADMISSION

Reactions: STRAWBERRIES

Activity Date	Orderable Item	Action	Action	Drug/Additive/Solution	U/Ord	U/Cvn	Unit
Start Date>	[Dose/Sched/Route/Inj Site]	By	Date/Time				
Stop Date<							
03/06/02 12:37	SODIUM CHLORIDE 0.9% [bolus@1 IV Inj Site: IV/LOCK]	DD	03/06/02 12:39 Stopped	Bag ID #746V366 SODIUM CHLORIDE 0.9% - 500 ML	NA	NA	NA
2/19/02 11:31>	Comments: 03/06/02 12:39 DD		Patient's IV infiltrated.				
3/21/02 24:00<	Audits: 03/06/02 12:39 DD		Field: ACTION DATE/TIME 'MAR 06, 2002@12:37:53' deleted.				
			03/06/02 12:39 DD	Field: ACTION DATE/TIME Set to 'MAR 06, 2002@12:39:03'.			
			03/06/02 12:39 DD	Field: ACTION STATUS 'INFUSING' by 'DD' deleted.			
			03/06/02 12:39 DD	Field: ACTION STATUS Set to 'STOPPED' by 'DD'.			
03/06/02 13:50	DIGOXIN [0.125MG NOW P0]	DD	03/06/02 13:50 Given	DIGOXIN 0.25MG S.T.	0.50	0.50	TAB
3/4/02 13:42:28>	Comments: <No Comments>						
3/6/02 13:50:10<	Audits: <No Audits>						
03/01/02 16:14	DEXTROSE 5% / NACL 0.45% [125 ml/hr IV Inj Site: Left Arm]	DD	03/06/02 14:08 Completed	Bag ID #746V275 D5 1/2 NS - 1000 ML	NA	NA	NA
3/1/02 16:11>	Comments: <No Comments>						
3/6/02 14:05<	Audits: 03/06/02 14:08 DD		Field: ACTION DATE/TIME 'MAR 01, 2002@16:14:14' deleted.				
			03/06/02 14:08 DD	Field: ACTION DATE/TIME Set to 'MAR 06, 2002@14:08:32'.			
			03/06/02 14:08 DD	Field: ACTION STATUS 'INFUSING' by 'DD' deleted.			
			03/06/02 14:08 DD	Field: ACTION STATUS Set to 'COMPLETED' by 'DD'.			

Print Cancel

Unique
Identifier
Number
for IV Bag

Viewing and Printing BCMA Reports

Viewing/Printing an MAH Report



TIP:

You can specify the date range (as defined for CPRS), for an MAH Report. See "Note" on this page for more information.



TIP:

Use the Med Admin Hist Button on the BCMA Tool Bar, or the Reports Tab in CPRS, to quickly display the Patient Medications Given dialog box.

You can now view on-screen *and* print an MAH Report for Unit Dose and IV medication orders. This Report lists a clinician's name and initials, and the exact time that an action was taken on an order (in a conventional MAR format). Each order is listed alphabetically by the orderable item. The date column lists three asterisks (***) if a medication was Discontinued.

An MAH Report includes patient demographic data, allergy and ADR information, plus detailed information about the order, such as the drug/additive/solution; the medication schedule, dose, route, and injection site; the actual Administration Times; the name and initials of the clinician who administered the medication; and the individuals who verified the order. It also includes information about when an order is placed on, and taken off Hold by a Provider.

Note: If no parameter is defined in CPRS, the maximum date range defaults to a seven-date range, as in the previous version of BCMA. For example, a Report would list the Sunday proceeding, and the Saturday following, the date that you selected for the Report.

To View/Print an MAH Report:

- 1 Select the Medication Admin History command from the Reports menu. The Patient Medications Given dialog box displays.

Keyboard Only Users: Press **ALT+R** to display the Reports menu, and then press **H** to display the Patient Medications Given dialog box.

Example: Patient Medications Given Dialog Box

Viewing and Printing BCMA Reports

Viewing/Printing an MAH Report (cont.)



TIP:

You can type the information in the list boxes, or use the drop-down arrows to make your selection.



TIP:

See the section "Viewing/Printing a Due List Report" to see how a Ward Report by Room-Bed looks when printed.

To View/Print an MAH Report: (cont.)

- 2 Use the **DOWN ARROW**, within the list boxes, to select the Start and Stop Dates of the MAH Report that you want to view on-screen or print.

Note: Clicking on the **DOWN ARROW** on the Start and Stop Date list boxes displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provides selections.

Keyboard Only Users: Use **TAB** to move among the different areas of the dialog box.

- 3 In the Print by area, click inside a Radio button to print the MAH Report by Patient or by Ward.

Note: If you choose to print the MAH Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

Keyboard Only Users: Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

- 4 Click **OK** to display the MAH Report on-screen.
- 5 Perform one of the following actions:
 - Review the MAH Report, and then click **CANCEL** to return to the patient's VDL.
 - Click **PRINT** to display the Printer dialog box. Proceed to step #6.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 6 Select a printer from the drop-down list box that you want to use for outputting the MAH Report. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

- 7 Note the task number for your print job, and then click **OK** to return to the Patient Medications Given dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.

Viewing and Printing BCMA Reports

Viewing/Printing an MAH Report (cont.)



TIP:

You can print this report, after a patient has been discharged, using CHUI BCMA.

To View/Print an MAH Report: (cont.)

- 8 Retrieve the MAH Report from your printer. An example is provided below.

Note: If you select dates that do *not* have applicable data, the MAH Report will appear “empty” when displayed on-screen or printed.

Example: MAH Report By Patient

Continuing/PRN/Stat/One Time Medication/Treatment Record (VAF 10-2970 B, C, D) Run Date: MAR 28, 2002@09:14
Page: 1

Patient: MONTANA, (UTAH) JOHNNY SSN: 500-60-1000 DOB: JAN 1, 1949 (53)
Sex: MALE Ht/Wt: 182cm/83kg Ward: BCMA Rm 404-2
Dx: COPD Last Mvmt: NOV 27, 2000@11:31:05 Type: ADMISSION

Reactions: STRAWBERRIES

Start Date	Stop Date	Admin Times	03/18/2002	03/19/2002	03/20/2002	03/21/2002	03/22/2002	03/23/2002	03/24/2002
02/14/2002	05/25/2002	24:00	0700		R1543 CJ	G1344 CJ			
ACETAMINOPHEN TAB			1500		G1744 JCS				
ACETAMINOPHEN 325MG TABLET			2300						
Give: 325MG PO Q8H									
DPH: RN: DD									
03/01/2002	03/31/2002	24:00	0100		G1732 JCS				G1444 MP
AMPICILLIN INJ			0500		G1733 JCS				
AMPICILLIN 1 GM, DEXTROSE 5%			0900		G1743 JCS				
50 ML Give: IVPB Q4H OVER ONE HOUR			1300						
Spec Inst: ADMINISTER VIA SYRINGE PUMP			1700						
RPH: PP RN:			2100						
03/06/2002	04/05/2002	24:00				C1628 JCS			
DEXTROSE 5% / NAACL 0.45%						I1628 JCS			
INJ, SOLN						C1629 JCS			
D5 1/2 NS 1000 ML Give: IV						I1635 JCS			
100 ml/hr						C1635 JCS			
Spec Inst: BOLUS ONE BAG									
RPH: RN: DD									

Print Cancel

Viewing and Printing BCMA Reports

Viewing/Printing a Missed Medications Report



TIP:

Medications placed on "Hold" in CPRS or Inpatient Medications V. 5.0, appear on the Missed Medications Report with the word "Hold" in parentheses to the right of them.

BCMA V. 2.0 lets you now print a Missed Medications Report (or Missed Meds Report), for Continuous and One-Time Unit Dose and IV Piggyback medications that were *not* administered to a patient during a Med Pass.

A Missed Medications Report includes patient demographic data, allergy and ADR information, plus detailed information about the order, such as the medication type; the administration date and time; and the order number.

Note: Self-medications no longer display on the Missed Medications Report.

To View/Print a Missed Medications Report:

- 1 Select the Missed Medications command from the Reports menu. The Patient Missed Medications dialog box displays.

Keyboard Only Users: Press **ALT+R** to display the Reports menu, and then press **M** to display the Patient Missed Medications dialog box.

Example: Patient Missed Medications Dialog Box

Viewing and Printing BCMA Reports

Viewing/Printing a Missed Medications Report (cont.)



TIP:

You can type the information in the list boxes, or use the drop-down arrows to make your selection.



TIP:

See the section “Viewing/Printing a Due List Report” to see how a Ward Report by Room-Bed looks when printed.

To View/Print a Missed Medications Report: (cont.)

- 2 Use the **DOWN ARROW**, within the list boxes, to select the Date, and Start and Stop Times for the Missed Medications Report that you want to view on-screen or print.

Note: Clicking on the **DOWN ARROW** on the Date for Report list box displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provide selections.

Keyboard Only Users: Use **TAB** to move among the different areas of the dialog box.

- 3 In the Print by area, click inside a Radio button to print the Missed Medications Report by Patient or by Ward.

Note: If you choose to print the Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

Keyboard Only Users: Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

- 4 Click **OK** to display the Missed Medications Report on-screen.
- 5 Perform one of the following actions:
 - Review the Missed Medications Report, and then click **CANCEL** to return to the patient’s VDL.
 - Click **PRINT** to display the Printer dialog box. Proceed to step #6.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 6 Select a printer from the drop-down list box that you want to use for outputting the Missed Medications Report. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the “default” printer for *all* reports printed from BCMA.

- 7 Note the task number for your print job, and then click **OK** to return to the Patient Missed Medications dialog box. At the dialog box, click **CANCEL** to return to the patient’s VDL.

Viewing and Printing BCMA Reports

Viewing/Printing a Missed Medications Report (cont.)

To View/Print a Missed Medications Report: (cont.)

- 8 Retrieve the Missed Medications Report from your printer. An example is provided below.

Note: The column "Order Num" on the Missed Medications Report lists the actual order number of the medication from Inpatient Medications V. 5.0. This information is quite helpful when troubleshooting problems with BCMA.

Example: Missed Medications Report By Patient

The screenshot shows a window titled "Patient Missed Medications". The report content is as follows:

=====

MISSSED MEDICATIONS from May 21, 2002@12:00 thru May 21, 2002@20:00 Run Date: MAY 21, 2002@09:18
Page: 1

Patient: MAINE,JOE SSN: 500-60-1075 DOB: JAN 1,1949 (53)
Sex: MALE Ht/Wt: 182cm/83kg Ward: BCMA Rm 420-1
Dx: COPD Last Mvmt: NOV 27,2000@11:27:53 Type: ADMISSION

Reactions: STRAWBERRIES, CAPTOPRIL

=====

Order Num	Administration Date/Time	Medication
120UD	May 21, 2002@12:30	FUROSEMIDE TAB
131UD	May 21, 2002@13:00	DACARBAZINE INJ
117UD	May 21, 2002@13:00	DIGOXIN TAB
133UD	May 21, 2002@13:00	FENOPROFEN CAP,ORAL
120UD	May 21, 2002@15:00	FUROSEMIDE TAB
122UD	May 21, 2002@16:30	INSULIN NPH (HUMAN) INJ
120IV	May 21, 2002@17:00	CEFAZOLIN INJ
123UD	May 21, 2002@17:00	IPRATROPIUM INHALANT
120UD	May 21, 2002@17:30	FUROSEMIDE TAB
120UD	May 21, 2002@20:00	FUROSEMIDE TAB
99UD	*** ONE-TIME ***	LORAZEPAM INJ
Start Date/Time: 3/21/02 08:24:37		
Stop Date/Time: 6/29/02 08:24:37		
100UD	*** ONE-TIME ***	SODIUM BIPHOSPHATE/SODIUM PHOSPHATE ENEMA
Start Date/Time: 3/8/02 14:07:08		
Stop Date/Time: 6/16/02 14:07:08		

=====

MAINE,JOE 500-60-1075 Ward: BCMA Room-Bed: 420-1

Print Cancel

Viewing and Printing BCMA Reports

Viewing/Printing a PRN Effectiveness List Report



TIP:

You can print this report, after a patient has been discharged, using CHUI BCMA.

Now you can view (and print) a PRN Effectiveness List Report using BCMA V. 2.0. This Report lists PRN medications administered to a patient that need Effectiveness comments. It also includes patient demographic data, allergy and ADR information; plus the PRN medication, administration date and time; and the individual(s) who administered the order.

To View/Print a PRN Effectiveness Report:

- 1 Select the PRN Effectiveness List command from the Reports menu. The PRN Effectiveness List dialog box displays.

Keyboard Only Users: Press **ALT+R** to display the Reports menu, and then press **P** to display the PRN Effectiveness List dialog box.

Example: PRN Effectiveness List Dialog Box

Viewing and Printing BCMA Reports

Viewing/Printing a PRN Effectiveness List Report (cont.)



TIP:

You can type the information in the list boxes, or use the drop-down arrows to make your selection.



TIP:

See the section “Viewing/Printing a Due List Report” to see how a Ward Report by Room-Bed looks when printed.

To View/Print a PRN Effectiveness List Report: (cont.)

- 2 Use the **DOWN ARROW**, within the list boxes, to select the Date, and Start and Stop Times for the PRN Effectiveness List Report that you want to view on-screen or print.

Note: Clicking on the **DOWN ARROW** on the Date for Report list box displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provide selections.

Keyboard Only Users: Use **TAB** to move among the different areas of the dialog box.

- 3 In the Print by area, click inside a Radio button to print the PRN Effectiveness List Report by Patient or by Ward.

Note: If you choose to print the Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

Keyboard Only Users: Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

- 4 Click **OK** to display the PRN Effectiveness List Report on-screen.
- 5 Perform one of the following actions:
 - Review the PRN Effectiveness List Report, and then click **CANCEL** to return to the patient’s VDL.
 - Click **PRINT** to display the Printer dialog box. Proceed to step #6.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 6 Select a printer from the drop-down list box that you want to use for outputting the PRN Effectiveness List Report. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the “default” printer for *all* reports printed from BCMA.

- 7 Note the task number for your print job, and then click **OK** to return to the PRN Effectiveness List dialog box. At the dialog box, click **CANCEL** to return to the patient’s VDL.

Viewing and Printing BCMA Reports

Viewing/Printing a PRN Effectiveness List Report (cont.)

To View/Print a PRN Effectiveness List Report: (cont.)

- 8 Retrieve the PRN Effectiveness List Report from your printer. An example is provided below.

Example: PRN Effectiveness List Report By Patient

The screenshot shows a window titled "PRN Effectiveness List". The report content is as follows:

```
=====
PRN EFFECTIVENESS LIST from Mar 27, 2002@00:01 thru Mar 27, 2002@24:00          Run Date: MAR 28, 2002@09:26
                                                                                      Page: 1

Patient:  MONTANA, (UTAH) JOHNNY          SSN:      500-60-1000          DOB:      JAN 1, 1949 (53)
Sex:      MALE                          Ht/Wt:    182cm/83kg          Ward:     BCMA Rm 404-2
Dx:       COPD                          Last Hvmt: NOV 27, 2000@11:31:05  Type:     ADMISSION

Reactions:  STRAWBERRIES
=====
Administration Date/Time      Medication              Administered By
-----
MAR 27, 2002@10:30:04        ACETAMINOPHEN          JOHNSON, CONNIE
PRN Reason:  FEVER
=====
MONTANA, (UTAH) JOHNNY          500-60-1000          Ward: BCMA Room-Bed: 404-2
=====
```

At the bottom right of the window are two buttons: "Print" and "Cancel".

Viewing and Printing BCMA Reports

Viewing/Printing an Administration Times Report

You can now print, *and* still view on-screen, an Administration Times Report. This report lists a patient's medications by the scheduled administration time (from the earliest to the latest).

The Administration Times Report includes patient demographic data, allergy and ADR information, plus detailed information about the order, such as the medication type, dose, and route; and the administration time.

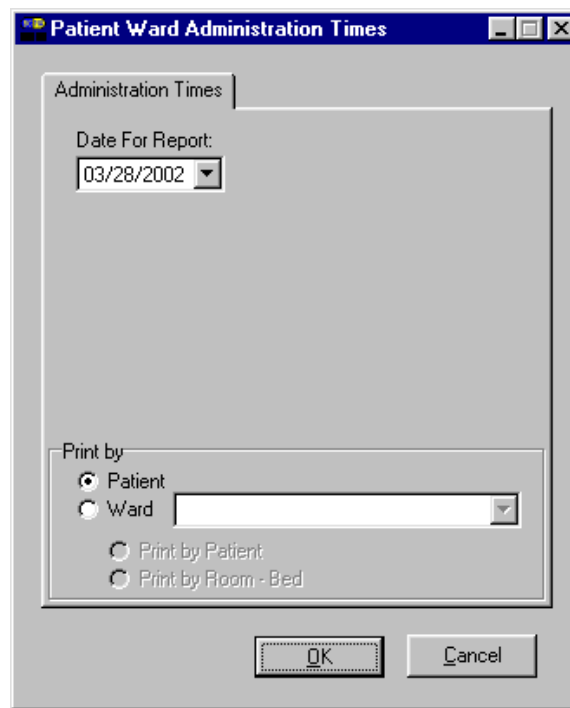
Note: Self-medications no longer display on the Administration Times Report.

To View/Print an Administration Times Report:

- 1 Select the Administration Times command from the Reports menu. The Patient Ward Administration Times dialog box displays.

Keyboard Only Users: Press **ALT+R** to display the Reports menu, and then press **A** to display the Patient Ward Administration Times dialog box.

Example: Patient Ward Administration Times Dialog Box



Viewing and Printing BCMA Reports

Viewing/Printing an Administration Times Report (cont.)



TIP:

You can type the information in the list boxes, or use the drop-down arrows to make your selection.



TIP:

See the section "Viewing/Printing a Due List Report" to see how a Ward Report by Room-Bed looks when printed.

To View/Print an Administration Times Report: (cont.)

- 2 Use the **DOWN ARROW**, within the list box, to select the date of the Administration Times Report that you want to view on-screen or print.

Note: Clicking on the **DOWN ARROW** on the Date for Report list box displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar.

Keyboard Only Users: Use **TAB** to move among the different areas of the dialog box.

- 3 In the Print by area, click inside a Radio button to print the Administration Times Report by Patient or by Ward.

Note: If you choose to print the Administration Times Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information chronologically by patient.

Keyboard Only Users: Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

- 4 Click **OK** to display the Administration Times Report on-screen.
- 5 Perform one of the following actions:
 - Review the Administration Times Report, and then click **CANCEL** to return to the patient's VDL.
 - Click **PRINT** to display the Printer dialog box. Proceed to step #6.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 6 Select a printer from the drop-down list box that you want to use for outputting the Administration Times Report. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

- 7 Note the task number for your print job, and then click **OK** to return to the Patient Ward Administration Times dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.

Viewing and Printing BCMA Reports

Viewing/Printing an Administration Times Report (cont.)

To View/Print an Administration Times Report: (cont.)

- 8 Retrieve the Administration Times Report from your printer. An example is provided below.

Example: Administration Times Report By Patient

The screenshot shows a window titled "Patient Ward Administration Times". The report is for a patient named MONTANA, (UTAH) JOHNNY, administered on MAR 18, 2002. The report lists various medications and their administration times, routes, and dosages. The window includes a "Print" button and a "Cancel" button at the bottom right.

Patient Ward Administration Times

PATIENT ADMINISTRATION TIMES
ADMINISTRATION DATE: MAR 18, 2002

Run Date: MAR 28, 2002@09:28
Page: 1

Patient: MONTANA, (UTAH) JOHNNY SSN: 500-60-1000 DOB: JAN 1, 1949 (53)
Sex: MALE Ht/Wt: 182cm/83kg Ward: BCMA Rm 404-2
Dx: COPD Last Mvmt: NOV 27, 2000@11:31:05 Type: ADMISSION

Reactions: STRAWBERRIES

Time	Self Med	Medication	Dose/Route
1:00a		AMPICILLIN INJ	Dosage: Route: IVPB OVER ONE HOUR
3:51a		SODIUM CHLORIDE 0.9% INJ	Dosage: Route: IV 125 ml/hr
4:50a		POTASSIUM CHLORIDE INJ,SOLN	Dosage: Route: IV 150 ml/hr
5:00a		AMPICILLIN INJ	Dosage: Route: IVPB OVER ONE HOUR
6:05a		DEXTROSE 5% / NACL 0.45% INJ,SOLN	Dosage: Route: IV 100 ml/hr
7:00a		ACETAMINOPHEN TAB	Dosage: 325MG Route: PO
7:51a		SODIUM CHLORIDE 0.9% INJ	Dosage: Route: IV 125 ml/hr
9:00a		AMPICILLIN INJ	Dosage: Route: IVPB OVER ONE HOUR
9:00a		NITROGLYCERIN PATCH	Dosage: 10MG/24 HOURS Route: TOP
11:30a		POTASSIUM CHLORIDE INJ,SOLN	Dosage: Route: IV 150 ml/hr
11:51a		SODIUM CHLORIDE 0.9% INJ	Dosage: Route: IV 125 ml/hr
12:00n		VINCRIStINE INJ	Dosage: 1MG Route: IVP
1:00p		AMPICILLIN INJ	Dosage: Route: IVPB OVER ONE HOUR
3:00p		ACETAMINOPHEN TAB	Dosage: 325MG Route: PO
3:51p		SODIUM CHLORIDE 0.9% INJ	Dosage: Route: IV 125 ml/hr
4:05p		DEXTROSE 5% / NACL 0.45% INJ,SOLN	Dosage: Route: IV 100 ml/hr

Print Cancel

Viewing and Printing BCMA Reports

Viewing/Printing a Medication History Report



TIP:

Right click on a medication displayed on the VDL, and then select the Med History command in the Right Click drop-down menu to display the Medication History dialog box.

BCMA now provides two ways to access a patient's Medication History Report (or Med History Report). They include the Med History command in the Due List menu *and* in the Right Click drop-down menu.

This Report lists the administration date and time, and orderable item of a medication highlighted on the VDL. It also includes the medication status, schedule type, and dose; room location; and initials of the clinician who administered the medication.

Note: A Medication History Report is called an "Administration History Report" in CPRS. You can access it by selecting the Meds Tab in CPRS, and then right clicking on a medication.

To View/Print a Medication History Report:

- 1 Select the Med History command from the Due List menu. The Medication History dialog box displays.

Keyboard Only Users: Press **ALT+D** to display the Due List menu, and then press **E** to display the Medication History dialog box.

Example: Medication History Dialog Box

Medication Administration History

PATIENT: MONTANA, (UTAH) JOHNNY
MEDICATION: ACETAMINOPHEN

Location	St	Sch	Administration Date	Admin By	Injection Site	Medication & Dosage
BCMA 404-2	G	O	MAR 28, 2002@08:00	CJ		ACETAMINOPHEN 325MG TAB 1 TAB
BCMA 404-2	G	P	MAR 27, 2002@10:30:04	CJ		ACETAMINOPHEN 325MG TAB 2 TAB
BCMA 404-2	G	C	MAR 21, 2002@13:44:11	CJ		ACETAMINOPHEN 325MG TABLET 1 TAB
BCMA 404-2	G	P	MAR 21, 2002@12:48:53	MP		ACETAMINOPHEN 325MG TAB 2 TAB
BCMA 404-2	G	C	MAR 20, 2002@17:44:26	JCS		ACETAMINOPHEN 325MG TABLET 1 TAB
BCMA 404-2	R	C	MAR 20, 2002@15:43:16	CJ		ACETAMINOPHEN 325MG TABLET 0 TAB
BCMA 404-2	G	P	MAR 18, 2002@13:47:37	MP		ACETAMINOPHEN 325MG TAB 1 TAB
BCMA 404-2	H	C	MAR 11, 2002@10:01:13	DD		ACETAMINOPHEN 325MG TABLET 0 TAB
BCMA 404-2	H	C	MAR 11, 2002@10:01:10	DD		ACETAMINOPHEN 325MG TABLET 0 TAB
BCMA 404-2	G	P	MAR 11, 2002@08:25:46	MP		ACETAMINOPHEN 325MG TAB 2 TAB
BCMA 404-2	G	P	MAR 08, 2002@15:05:49	CJ		ACETAMINOPHEN 325MG TAB 2 TAB
BCMA 404-2	G	P	MAR 05, 2002@11:23:27	JCS		ACETAMINOPHEN 325MG TAB 1 TAB

Print Cancel

Viewing and Printing BCMA Reports

Viewing/Printing a Medication History Report (cont.)

To View/Print a Medication History Report: (cont.)

- 2 Perform one of the following actions:
 - Review the patient's Medication History Report, and then click **CANCEL** to return to the patient's VDL.
 - Click **PRINT** to display the Printer dialog box. Proceed to step #3.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 3 Select a printer from the drop-down list box that you want to use for outputting the Medication History Report for the medication highlighted on the VDL. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the “default” printer for *all* reports printed from BCMA.

- 4 Note the task number for your print job, and then click **OK** to return to the Medication History dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.
- 5 Retrieve the Medication History Report from your printer.